**Minutes V1.0**

**241st CEOS SECRETARIAT MEETING**

Thursday 4th October 2018

Chaired by COM

**Participants**

**CEO:** Steven Hosford

**COM:** Astrid-Christina Koch, Michael Berger, Mark Dowell, Matt

Steventon, Luke Smith

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** Akiko Noda

**JAXA:** Osamu Ochiai, Yukio Haruyama

**NASA:** Christine Bognar

**SIT Chair Team:** Kerry Sawyer

**SEO:** Brian Killough

**SIT Vice-Chair Team:** Jonathon Ross

**USGS:** Steve Labahn

**VAST-VNSC:** Pham Anh Tuan, Mai Thu

**WGCapD:** Nancy Searby

**WGClimate:** Jörg Schulz

**WGCV:**  Kurt Thome

**WGDisasters:** Simona Zoffoli, Dave Borges

**WGISS:** Mirko Albani

1. **Welcome and Introductions, Review of Agenda, Action Status**

Mark Dowell (COM, CEOS Chair Team) welcomed everyone to CEOS SEC-241.

* Matt Steventon (CEOS Chair Team) reported that CEOS SEC Action **240-01** (circulation of the CEOS Plenary registration list) has just been completed.

1. **2018 CEOS Plenary**

Astrid-Christina Koch and Mark Dowell (COM, CEOS Chair Team) reported:

* ISRO has confirmed their attendance at CEOS Plenary and the Troika following.
* The social events will be held at the same venue as the meetings.
* There will be a long list of agency and partner updates, so presenters will need to be concise and stick to the guidance circulated.
* Anyone requiring a teleconference connection for their side meeting was asked to contact the CEOS Chair Team as soon as possible.
* Ivan Petiteville (ESA) suggested we should take steps to ensure there is a suitable spread of attendance to the DIAS presentations.
* Akiko Noda (GEO SEC) noted the omission of Gilberto Câmara on the registration list, and will register on his behalf.
* Kerry Sawyer (NOAA, SIT Chair Team) noted that a GEO ExCom report will be added to item 4.2, to be given by Alex Held (CSIRO, SIT Vice Chair).

1. **CEO Report**

Steven Hosford (ESA/CNES, CEO) reported:

* The identification of a ‘tiger team’ to find a new DCEO/CEO has been initiated. Steven expects that the first meeting of this group will take place following CEOS Plenary. The COM CEOS Chair Team has discussed this with Steven in response to CEOS SEC Action **240-04**, and have drafted a list of suggested participants: Jonathon Ross (GA, SIT Vice Chair Team), Osamu Ochiai (JAXA), Kerry Sawyer (NOAA, SIT Chair Team), Steven Hosford, Christine Bognar (NASA), Ivan Petiteville (ESA), with representatives from the current and future CEOS Chair teams (COM and VAST-VNSC). It was agreed that Contact-level participation is most appropriate, rather than Principal-level. Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) agreed to provide a name for the team. Christine, Jono, Osamu and Kerry also confirmed their participation.

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| **241-01** | Pham Anh Tuan (VAST-VNSC) to provide a nomination for the team tasked with identifying a new DCEO/CEO. | **ASAP** |

* The *Freshwater from Space Workshop* is progressing, and about 40 experts are expected to attend. The next steps are to finalise the agenda, and send round to participants more detailed information on what is expected of them. There is still space available for further participants, and additional Asian participation would be welcomed. A consolidated agenda has been available for some time and will finalised before the end of October. Osamu reported that a JAXA representative has registered.

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| **241-02** | Steven Hosford (CEO, ESA/CNES) to circulate the latest registration list for the Freshwater from Space Workshop. Some space remains for additional experts especially if they come from under-represented regions, e.g., Asia. | **ASAP** |

* The review of CEOS Member status at CEOS Plenary was included on the agenda in order to identify those members that are no longer in existence, such as GTOS and IGBP. CEOS Plenary will also be reviewing applications for CEOS Member status from NIER (Korea) and the UAE Space Agency (participation TBC).
* Regarding CEOS SEC Action **239-02** on a letter to FAO about GTOS: due to some sensitivities around the issue, it seems unlikely there would be a response to the letter. Steven proposed closing the action. Mark Dowell (COM, CEOS Chair Team) noted that John Latham attended a recent GEO meeting, where he confirmed GTOS was no longer functioning.
* Mark Dowell (COM, CEOS Chair Team) suggested CEOS survey all members regarding their status in Q1 2019, and present the results at SIT-34.
* Kerry Sawyer (NOAA, SIT Chair Team) reported that Steven and herself have been working with Doug Muchoney (FAO) on the issue of GTOS. She suggested Steven’s goal for Plenary should be to get a formal action to proceed with a survey of CEOS Member/Associate status in Q1 2019, with results to be reported to SIT-34, during which inactive agencies could be contacted about their inactive status.
* Christine Bognar (NASA) supported the idea, noting that a systematic approach—perhaps with a form letter to CEOS Agencies deemed inactive—would be appropriate. In regard to the two agencies being considered for CEOS membership at the 2018 CEOS Plenary, she suggested the meeting agenda indicate the category of CEOS membership, Member or Associate, that NIER and UAE are seeking. This will clarify this point for CEOS Principals before the decisions are taken.
* It was **agreed** to proceed as proposed by Kerry.

1. **SIT Chair Report**

Kerry Sawyer (NOAA, SIT Chair Team) reported on behalf of Steve Volz (NOAA, SIT Chair):

* Draft minutes from SIT Technical Workshop are expected to go out to CEOS SEC, VCs, WGs, AHTs, and SIT TW participants no later than Monday the 8th of October.
* Updates on select SIT Technical Workshop actions (see the written report for the full record):
* SITTW-2018-02: Mark Dowell (COM, CEOS Chair Team) will distribute the Carbon Workshop minutes as soon as possible.
* SITTW-2018-08/09: will be addressed at the Plenary.
* SITTW-2018-12: The action is complete. Gilberto Câmara (GEO SEC Director) will attend CEOS Plenary.
* SITTW-2018-13: The CEOS statement to GEO-XV Plenary will be addressed on this call.
* Preparations for GEO-XV Plenary:
* Written statements are due to the GEO Secretariat by October 12, so the statement will need to be virtually shared and endorsed by CEOS SEC late next week.
* Testimonials and quotes on how CEOS has supported GEO over the last year are needed for the statement.
* Simona Zoffoli (ASI, WGDisasters Chair) noted that she has sent inputs for the GEO Plenary document already. Ivan has also provided the GEO DARMA report, as of a few days ago. Kerry thanked Simona and Ivan.

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| **241-03** | All to propose testimonials/quotes on how CEOS has supported GEO over the last year – for the CEOS Statement to GEO-XV Plenary. Inputs should be sent to Kerry Sawyer (NOAA, SIT Chair Team). | **12 October** |

1. **GEO SEC Report**

Akiko Noda (GEO SEC) reported:

* September was a busy month, with a GEO Programme Board meeting as well as a meeting of the Expert Advisory Group (EAG).
* Gilberto Câmara (GEO SEC Director) has shared his vision for a results-oriented GEO, and the EAG has been established to create a strategy to achieve this vision. The outcomes from the EAG meeting are not yet available, but they will be shared as soon as possible. In brief, GEOSS is outdated and needs to be updated to reflect the latest trends in big data, cloud computing, etc.
* Ivan Petiteville (ESA) asked about Andre Obregon’s replacement at the GEO Secretariat. Akiko reported that she has no update just yet (a successor is still sought). A Brazilian representative is taking over the SDG role.

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| **241-04** | Akiko Noda (GEO SEC) to share the minutes from the GEO Expert Advisory Group meeting. | **ASAP** |

1. **Working Group Reports**

**WGDisasters**

Simona Zoffoli (ASI, WGDisasters Chair) reported:

* The 10th WGDisasters meeting took place in Naples, Italy, September 5-7, 2018, with broad CEOS Member representation (30 attendees in person, and 2 participants by teleconference). Substantial progress was made, including on the volcano demonstrator (open session with participants and speakers from the City on Volcanoes Conference, proposed contribution to the demonstrators on thermal monitoring from INGV) and GEO DARMA.
* Progress updates have been provided for WGDisasters’ CEOS Work Plan tasks. Feedback is welcome.

Mark Dowell (COM, CEOS Chair Team) asked if there is anything from WGDisasters being presented for decision at this year’s CEOS Plenary. Simona confirmed that there is nothing – the Working Group’s report will be for information only.

**WGClimate**

Jörg Schulz (EUMETSAT, WGClimate Chair) reported:

* Regarding the WGClimate Vice Chair role: USGS is unable to take on the post-2019 term. The plan now is to advertise the opening for a new Vice Chair, who will hold the position for one year instead of two, before transitioning into the Chair position. Jörg will hold the Chair position for an additional year. This approach has been agreed to provide leadership stability.
* Over the last two weeks, Jörg has worked with Mark Dowell (COM, CEOS Chair Team) on the Greenhouse Gas report recommendations, remapping the outcomes to CEOS actions. This mapping will be presented for endorsement at CEOS Plenary. A teleconference will be held on the 10th of October to discuss this topic.
* CEOS SEC Action **237-03** is not time critical, and will not be progressed until the end of October.
* CEOS SEC Action **238-06**: the Space Agency Statement to SBSTA 49 has been drafted and shared.

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| **241-05** | Osamu Ochiai (JAXA) to provide an updated GFOI paragraph for the Space Agency Statement to SBSTA 49. | **COMPLETE** |

* CEOS SEC Action **238-07** is underway.
* CEOS Plenary Action 31-01 (development of a brief, consolidated statement of space agency contributions in support of each Article of the Paris Agreement) is underway and should be completed by tomorrow.
* Jörg suggested it would be helpful if CNES could provide an update on the Space Climate Observatory (SCO) as well as the SCO side meeting planned for CEOS Plenary.

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| **241-06** | CEOS Chair Team to seek an updated description of the Space Climate Observatory (SCO) as well as an outline of the SCO side meeting planned for CEOS Plenary. | **ASAP** |

* Jonathon Ross (GA, SIT Vice Chair Team) noted the SCO workshop planned for next week in Brisbane, Australia. CNES have distributed a flyer, which mentions the SCO being downstream of CEOS, GEO, and WMO.
* Mark Dowell (COM, CEOS Chair Team) noted the AC-VC GHG White Paper, and suggested it would be good to find a way to publish it formally. Mark suggested that if acceptable to CEOS, COM could publish the report as a contribution.

**WGISS**

Mirko Albani (ESA, WGISS Chair) reported:

* The WGISS Organization Chart has been updated to include points of contact for active WGISS members. It will be circulated to CEOS SEC for review/inputs and to encourage more active participation of CEOS members in WGISS.
* The status of all WGISS deliverables and actions have been updated on the CEOS Deliverables Tracking Tool.
* WGISS has continued its collaborations with the following groups:
* COVERAGE Initiative: making some key thematic datasets discoverable and accessible through the WGISS Connected Data Assets.
* WGCV: The next joint teleconference is scheduled for December. Work continues on four identified priorities.
* Carbon Team: on development of the prototype Carbon Portal.
* WGClimate: on registration of ECV Inventory Version 2.0 datasets in the CEOS IDN.
* WGCapD: for technology and user-oriented webinars.
* SEO: supporting the CEOS booth for the upcoming GEO Plenary with WGISS videos, brochures, slides, and a demonstration of CEOS data access.
* Future Data Architectures: some actions are progressing well, and some require further effort to remain on schedule.
* WGISS-46 will be held October 22-25, at DLR in Oberpfaffenhofen, Germany. The agenda includes a joint workshop on GEOSS-WGISS interoperability and Future Data Architectures, organised in coordination with the GEO Secretariat.

**WGCapD**

Nancy Searby (NASA, WGCapD Vice Chair) reported:

* CEOS SEC Action **238-08** was closed as a result of discussions at the SIT Technical Workshop. Liaisons for the joint WGCapD/SDG-AHT and WGCapD/FDA-AHT actions have been identified (SDG-AHT: Argie Kavvada, NASA; FDA-AHT: WGISS Technology Exploration Group leads Chris Lynnes, NASA and Yousuke Ikehata, JAXA). Next steps have been identified for the actions.
* NASA and the CEOS Chair Team have reached out to GISTDA to encourage their participation in WGCapD. Nancy thanked Astrid for her support.
* ESA and CONAE announced a jointly-organised L/C/X-band SAR training course, which will take place in Buenos Aires, Argentina, on 12-17 November 2018. The course will be in English and is open for applications until 5 October 2018.
* WGCapD has developed a training calendar implementation plan for endorsement at CEOS Plenary.

**WGCV**

Kurt Thome (NASA, WGCV Chair) reported:

* WGCV-44 was held August 28-31 at EUMETSAT in Darmstadt, Germany. Key results are summarised in the written report.
* The Cloud Mask Intercomparison Exercise (CMIX) will have its initial meeting in October 2018 to define the parameters of an intercomparison that will address CEOS Work Plan task CV-14.
* Members from the Atmospheric Composition Subgroup participated in the AC-VC meeting held in Washington, DC. Discussions relevant to WGCV included geophysical requirements for geostationary and air quality satellite sensors, as well as progress on harmonising and QA for climate variables.
* A surface reflectance validation workshop was sponsored by Geoscience Australia in Brisbane, Australia, August 16-17. The documentation of the effort is the basis for the WGCV protocol development for evaluating CARD4L surface reflectance products, and is part of WGCV’s CV-17 CEOS Work Plan task.
* A joint teleconference between WGISS and WGCV members was held September 6 to discuss progress on the joint activities between the two Working Groups. A follow-on teleconference is scheduled for December.
* A proposed approach for WGCV assistance to LSI-VC for the evaluation of CARD4L data products was presented at the LSI-VC-6 meeting.
* The new JAXA WGCV Vice Chair will be presented for endorsement at CEOS Plenary.

1. **SEO Report**

Brian Killough (NASA, SEO) reported:

* A new initiative called “Digital Earth Africa” has been proposed by Geoscience Australia and GEO. This new initiative plans to develop a Data Cube for all of Africa and explore institutional arrangements toward that goal. They have requested CEOS representation on the Phase-1 Steering Committee and specifically asked that Brian Killough (NASA, SEO) be that representative due to recent experience with the successful Africa Regional Data Cube (ARDC) prototype. With the approval of CEOS leadership, Brian Killough would like to serve that role.
* The SEO is coordinating the CEOS exhibition booth at GEO-XV Plenary. Payments for the booth and projection resources have been completed. The SEO is working with several CEOS representatives on content. Inputs on booth content and support with on-site staffing are welcome.
* Brian Killough will be attending the United Nations World Data Forum on October 22-24 in Dubai. There is a full-day meeting planned on October 20 with 5 countries from the Africa Regional Data Cube to discuss progress, issues and future plans. There will be several sessions during the main meeting that are focused on the use of satellite data to support the UN SDGs, data challenges, and connections to statistical agencies.

**CEOS SEC supported Brian’s nomination to the Digital Earth Africa Phase-1 Steering Committee on behalf of CEOS.**

1. **AOB**

**2019 CEOS Plenary Dates**

Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) reported:

* It has been suggested that the meeting be moved forward (to 14-16 October 2019) to make travel easier for those heading to the IAC meeting soon after.
* The new dates were agreed, and it was suggested that VAST-VNSC announce this at CEOS Plenary.

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| **241-07** | VAST-VNSC 2019 CEOS Chair Team to socialise the new dates for the 2019 CEOS Plenary (14-16 October 2019) with the rest of CEOS via the mailing lists and at CEOS Plenary. | **2018 CEOS Plenary** |

**2018 International Astronautical Congress (IAC)**

Astrid-Christina Koch (COM, CEOS Chair Team) reported:

* She gave a CEOS presentation on 2018 activities at the EO cooperation event, which was very well received, in particular the SDG and GHG monitoring system work.
* Astrid thanked Steven Hosford (ESA/CNES, CEO) and Mirko Albani (ESA, WGISS Chair) for their help with her presentation.
* She took the opportunity to speak with UAE Space Agency representatives regarding their CEOS Plenary participation and request for CEOS Member status.
* There was a side meeting on Sentinel-2 and Landsat-8 interoperability. It was hosted by USGS, NASA, ESA, and COM, and was well received.

1. **Next Meeting and Adjourn**

Mark Dowell (COM, CEOS Chair Team) thanked everyone for attending and adjourned the meeting. CEOS SEC-242 will take place on October 16, 2018 (at the 32nd CEOS Plenary) at 09:00 in Studio 201 A/B.